

PERSONNEL BOARD

July 21, 2005

MEETING

Meeting was held Thursday, July 21, 2005, City Council Chambers, County-City Building, Lincoln, Nebraska.

Members present: Ed Wimes, Sarah Jones, Maggie Stine. Members absent: Pat Borer, Holly Burns. Personnel Department resource staff attending: Karen Eurich.

The meeting was opened at 1:35 p.m. by Chair Maggie Stine.

Chair Maggie Stine asked for a motion on approval of the May 19, 2005 meeting minutes. It was determined this item needed to be postponed until another meeting, as there were not enough board members present from the May meeting to vote on the minutes.

Agenda Item 1 was the request for ordinance reflecting pay increase of 1.00% to be effective August 11, 2005 for pay ranges prefixed by an 'X'. Don Taute of the Personnel Department explained this request to the Board covered approximately 20 employees in the Personnel, Finance, and Law Departments. These positions are equivalent to NAGE employees but are in Departments where they cannot be represented by a union. Following discussion, it was moved by Ed Wimes and seconded by Sarah Jones to approve the ordinance as presented. Motion unanimously carried by roll call vote.

Agenda Item 2 was the request for ordinance reflecting pay increase of 1.75% to be effective August 11, 2005 for pay ranges prefixed by an 'E'. Don Taute of the Personnel Department explained this request was for approximately 15 employees located in the Personnel, Finance, and Mayor's Departments. Employees in these pay ranges are equivalent to LCEA employees and may exercise supervision or work independently. Following discussion, it was moved by Sarah Jones and seconded by Ed Wimes to approve the ordinance as presented. Motion unanimously carried by roll call vote.

Agenda Item 3 was the request for ordinance reflecting pay increase of 1.25% to be effective August 11, 2005 for pay ranges prefixed by an 'M'. Don Taute of the Personnel Department explained this covered approximately 140 employees in the upper management group of the City. Following discussion, it was moved by Ed Wimes and seconded by Sarah Jones to approve the ordinance as presented. Motion unanimously carried by roll call vote.

Agenda Item 4 was the request to amend Section 2.76.040 of the Lincoln Municipal Code — Definitions. Don Taute of the Personnel Department explained this request was to add the classification of Fire Trainees as an exception to the rules within the City to allow them to be eligible to receive health and dental benefits while in a trainee status. He explained

PERSONNEL BOARD

July 21, 2005

MEETING

Page 2

this is similar to the request made several months ago when Police Trainees were added to this section. Following discussion, it was moved by Ed Wimes and seconded by Sarah Jones to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda Item 5 was the request to amend Section 2.76.135 of the Lincoln Municipal Code — Compensation Plan; Merit Pay Plan Established. Don Taute of the Personnel Department explained this request was due to labor negotiations with the LCEA union and the change from a variable merit pay plan to a step pay plan. Revisions to this section of the Lincoln Municipal Code were needed to add the percentage between steps will be three and a quarter percent (3.25%) for “A” pay ranges and two and three-quarters percent (2.75%) for “C” pay ranges. Following discussion, it was moved by Sarah Jones and seconded by Ed Wimes to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda Item 6 was the request to amend Section 2.76.145 of the Lincoln Municipal Code — Compensation Plan; Merit Pay Plan; Administration and Requirements for Advancement. Don Taute of the Personnel Department explained this request was due to the labor negotiations with the LCEA union, and this section needs to be changed to allow for the “A” and “C” pay ranges to now receive a merit step increase due to the change from a variable merit pay plan system. This section also adds the “A” and “C” pay ranges to the exceptional and unusual circumstance pay increases of a permanent nature of one or two steps. Following discussion, it was moved by Sarah Jones and seconded by Ed Wimes to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda Item 7 was the request to amend Section 2.76.150 of the Lincoln Municipal Code — Compensation Plan; Merit Pay Plan; Pay Increases for Exceptional Service. Don Taute of the Personnel Department explained this request was due to the labor negotiations with the LCEA union, and adds the “A” and “C” pay ranges to be eligible for one or two step temporary exceptional circumstance awards. Following discussion, it was moved by Ed Wimes and seconded by Sarah Jones to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda Item 8 was the request to amend Section 2.76.153 of the Lincoln Municipal Code — Compensation Plan; Merit Pay Plan; Shift Differential. Don Taute of the Personnel Department explained this request was due to labor contract negotiations with LCEA and provides for change in the shift pay amount for “C” range employees. The change to the Lincoln Municipal Code will apply to probationary and employees scheduled less than 20 hours per week. Following discussion, it was moved by Sarah Jones and seconded by Ed Wimes to approve the amendment as presented. Motion unanimously carried by roll call vote.

PERSONNEL BOARD

July 21, 2005

MEETING

Page 3

Agenda Item 9 was the request to amend Section 2.76.155 of the Lincoln Municipal Code — Compensation Plan; Longevity Pay. Don Taute of the Personnel Department explained this request would be for employees in pay ranges prefixed by “E”, as these changes reflect the same longevity changes negotiated with the LCEA labor union. These changes are also based on the City’s comparability study as required by state statutes. Following discussion, it was moved by Ed Wimes and seconded by Maggie Stine to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda Item 10 was the request to amend Section 2.76.160 of the Lincoln Municipal Code — Compensation Plan; Variable Merit Pay Plan. Don Taute of the Personnel Department explained this request removes the references to the “A” and “C” pay ranges from the variable merit pay plan as explained to the Board in previous agenda items. Following discussion, it was moved by Sarah Jones and seconded by Ed Wimes to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda Item 11 was the request to amend Section 2.76.200 of the Lincoln Municipal Code — Compensation Plan; Temporary Assignment in a Higher Classification. Don Taute of the Personnel Department explained this request was due to labor negotiations with the LCEA union. The changes to the Lincoln Municipal Code are needed to apply to employees who are on probation or are scheduled less than 20 hours per week. The Board requested revisions to the language in paragraph (a) so that it would match the current language in paragraph (b) in regards to the compensation for eight consecutive hours worked in a higher class. The Board also recommended changes in the deletion of the gender related language in paragraphs (c) and (d) that had been missed in the original proposal. Following discussion, it was moved by Ed Wimes and seconded by Sarah Jones to approve the amendment with the language amendments as discussed. Motion unanimously carried by roll call vote.

Agenda Item 12 was the request to amend Section 2.76.380 of the Lincoln Municipal Code — Sick Leave with Pay. Don Taute of the Personnel Department explained this request was due to labor negotiations with the LCEA union. This revision will remove the maximum number of hours payable from an employee’s sick leave balance upon retirement, layoff, or death for those LCEA employees who work less than 20 hours per week. This revision will also change the amount of family sick leave granted per calendar year from 40 to 60 hours for employees in pay ranges prefixed by “E”, “M”, and those LCEA employees who are on probation or scheduled less than 20 hours per week. Following discussion, it was moved by Ed Wimes and seconded by Maggie Stine to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda Item 13 was the request to amend Section 2.76.395 of the Lincoln Municipal Code — Vacation Leave with Pay. Don Taute of the Personnel Department explained this

PERSONNEL BOARD

July 21, 2005

MEETING

Page 4

request was to change the amount of vacation accrual for employees in pay ranges represented by "E" and is comparable to the negotiated changes in the LCEA labor contract. Revisions are also made to this section for employees's vacation accruals in pay ranges prefixed by "N" and "X". This is comparable to the negotiated changes in the NAGE labor contract. Following discussion, it was moved by Sarah Jones and seconded by Ed Wimes to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda Item 14, miscellaneous discussion, Karen Eurich asked the Board about their attendance for the August 18, 2005 meeting, as there are currently two grievances that will be scheduled for that meeting. All board members indicated they will be able to attend the August meeting.

There being no further business, the meeting adjourned at 2:35 p.m.

The next scheduled meeting is tentatively set for Thursday, August 18, 2005.

Karen Eurich
Personnel Operations Specialist

PC: Joan Ross, City Clerk

KE3475D

2.76.200 Compensation Plan; Temporary Assignment in a Higher Classification.

(a) Any regular employee in a pay range prefixed by "C" ~~or "E"~~ who is temporarily assigned to work in a budgeted position in a class with a higher maximum salary than the maximum salary of such employee's regularly assigned class and who actually works ~~three or less consecutive work days~~ a minimum of eight or more consecutive hours in the higher classification shall be compensated ~~at the minimum rate established for the higher class or at the employee's current rate of pay, whichever is greater, for each consecutive eight hours or more of work performed during any regularly assigned work shift served in the higher class. If an employee works more than the three consecutive work days, that employee shall be compensated for all the time worked in the higher classification. Such employee will be compensated at the minimum rate established for the higher class, or at the rate of five percent next higher step in the higher class above the employee's current rate of pay, which results in at least a 2.75% increase,~~ whichever is greater.

(b) Any regular employee, in a pay range prefixed by "N" or "X" who is temporarily assigned to work in a permanent position in a class with a higher maximum salary than the maximum salary of such employee's regularly assigned class and who actually works a minimum of eight or more consecutive hours in the higher classification shall receive at least a step increase in pay for the original eight consecutive hours worked plus any additional consecutive hours worked in the higher classification. The employee who is temporarily assigned to serve, and actually does serve in a higher level position, must be fully qualified to perform the full range of duties of the higher level position, even though he may not actually perform the full range of duties during the time he is temporarily assigned to the higher classification. In the event an employee is temporarily assigned to a higher classification and requests and receives approval for paid leave, such paid leave shall be compensated at the employee's rate of pay prior to being temporarily assigned to the higher classification.

(c) Project Leader. When an employee is required to perform duties outside of his ~~or her~~ normal job duties due to special or unusual circumstances, a department head or his ~~or her~~ designated representative may appoint such employee to serve as a project leader. The appointment shall last no longer than the length of the project, or for one year, whichever is less. If an employee with a pay range prefixed by "A", "C", "E" or "M" is appointed as a project leader, ~~they~~ he shall receive an increase in compensation of up to ten percent while in the status of project leader. If an employee with a pay range prefixed by "A" or "C" is appointed as a

project leader, he shall receive an increase in compensation of two steps above his current rate of pay while in the status of project leader. The appointment must be approved by the Director in whatever form he ~~or she~~ may require.

(d) Crew Leader. A department head or his ~~or her~~ designated representative may appoint any employee to serve as crew leader. The appointment shall be for the purpose of performing duties outside of his ~~or her~~ normal job duties as they relate to a special project assignment or performing duties outside of his ~~or her~~ normal job duties for the purpose of performing work that needs to be done to accomplish the daily work of the department or division. The appointment may last up to one year and may be extended, with review by the Director, due to special circumstances. If an employee with a pay range prefixed by an "X" or "N" is appointed as a new crew leader, they shall receive an increase in compensation of one step above their current rate of pay, or three and one-half percent if at step J. The appointment must be approved by the Director in whatever form he ~~or she~~ may require.